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| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Process** | **Location** | **Control Exercised** | **Frequency** | **Primary Responsibility** | **Secondary Responsibility** |
| 1 | Maintenance manpower supply | PID | 1. Daily record of job done 2. CLMS attendance at entry | Monthly | Area Engineer | HOD |
| 2 | Procurement of equipment installation at site | PID | Purchase order with fixed terms & condition with fixed order value | As per PO | Area Engineer | HOD |
| 3 | Calibration of Department measuring instruments | PID | 1. PR & PO 2. Test report from vendor & internal inspection after receipt 3. Guarantee for the service | As & when required | Area Engineer | HOD |
| 4 | Structural Fabrication & Erection, sheeting jobs | PID | 1. Issue of job by the structural engineer 2. Certification of job by engineer 3. Submission of reconciliation & summary 4. Invoicing & clearing as per BPO rates | Monthly | Structural Engineer | HOD |

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| **Prepared By:**  Senior Elect. Engineer | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head – Electrical & Instrumentation PID I |
| **Signature** | **Signature:** | **Signature:** |
| **Review Date: 04.03.2023** | **Review Date: 04.03.2023** | **Review Date: 04.03.2023** |